

LSC Year 2005 Grants Renewal

OVERVIEW

All recipients of LSC funds in service areas approved in 2003 for a three-year grant term, or in 2004 for a two- or a three-year grant term are required to submit an annual grant renewal application. The award of funds in 2005 and beyond is subject to approval of the renewal application, the provisions of future Congressional appropriations, and all other pertinent legislative enactments.

The grant renewal application is available in electronic format only. The electronic forms (except Form I - Certification) must be submitted using the LSC Recipient Information Network. Recipients are asked to sign Form-I, convert it to PDF format, and e-mail it to PDFsubmissions@lsc.gov.

PDF Submission Instructions:

1. Identify the grantee number and the document submitted on the subject line of the email. (e.g. "Grantee 100000 - Form I")
2. Do not submit paper copies to LSC.

LSC Receipt Acknowledgment:

LSC will send applicants an acknowledgement immediately upon receipt of the electronic documents. Applicants should submit questions about this matter to the LSC Competition Service Desk at competition@lsc.gov. Do *not* submit inquiries to PDFsubmissions@lsc.gov.

Renewal Application Review Process. The grant renewal application is designed to provide the Legal Services Corporation with sufficient information to determine whether each recipient continues to meet the selection criteria of 45 C.F.R. 1634.9. The grant renewal application review process includes a staff evaluation of each component of the 2005 Grant Renewal Application. A review also will be conducted of the Recipient's compliance with the LSC Act of 1974, as amended and applicable appropriations acts, all lawful requirements of the rules and regulations, grant assurances and conditions, policies, guidelines, instructions, and other directives of the Corporation. The Corporation reserves the right to request additional information or to conduct an on-site visit. Renewal of the grant may be denied either pursuant to 45 C.F.R. 1606, or under other superseding laws that may be adopted in the course of Congressional appropriations.

The chart below identifies the components of the renewal application, and the mode in which they should be transmitted to LSC:

Form / Document Name	Transmission Format
1. FORM - A Renewal Application Form	Electronic Format Only
2. FORM - C Grant Assurances Form The LSC 2005 Grant Assurances (Form-C) will be available to applicants during the month of June 2004, from www.ain.lsc.gov. Applicants will access Form-C at that time, print it, provide the appropriate signatures, and retain Form-C along with their other LSC grant award documents. <u>Do not mail Form C to LSC. Applicants will instead use Form I to certify that they have reviewed and will comply with the LSC grant assurances. Applicants are asked to sign Form-I, convert it to PDF format, and e-mail it to PDFsubmissions@lsc.gov.</u>	No Submission
3. FORM - D Budget Form	Electronic Format Only
4. FORM - F Governing/Policy Body Form	Electronic Format Only
5. FORM - G-12 Projected 2004 Expenditures Form	Electronic Format Only
6. FORM - I Certification Form <u>Applicants will use Form I to certify that they have reviewed and will comply with the LSC grant assurances. Applicants are asked to sign Form-I, convert it to PDF format, and e-mail it to PDFsubmissions@lsc.gov.</u>	Electronic Format Only
7. FORM - K Technology Form	Electronic Format Only
8. FORM - L Application Narrative Form	Electronic Format Only

Submission Procedures. LSC must receive all components of the renewal application by 5:00 p.m. EDT, August 9, 2004. Renewal application components are

transmitted electronically and must be prepared using the LSC Recipient Information Network at www.rin.lsc.gov. **Form I - Certification must be signed, converted to PDF and submitted electronically to PDFsubmissions@lsc.gov** . Please note that applicants will use Form-I (LSC Certification Form) to certify that they have reviewed and will comply with the LSC Grant Assurances. Please do not return the LSC Grant Assurances to LSC.

A brief description of the application components is provided below. No other supporting materials will be accepted unless requested by LSC. The General Instructions for the Recipient Information Network are located at www.rin.lsc.gov.

1. Form A - Renewal Application Form. All recipients must complete and submit Form A using the LSC Internet Recipient Information Network. The form and instructions are provided at www.rin.lsc.gov . This form is used to identify the recipient service areas, the name and title of the office contact person, the office address, telephone number, fax number, and E-mail address. The recipient's contact person will serve as the recipient's liaison to LSC, and should be the Executive Director or functional equivalent.

2. Form C - Grant Assurances Form. Please note that applicants will use Form-I (LSC Certification Form) to certify that they have reviewed and will comply with the LSC Grant Assurances. This information should be read carefully. Please do not return the LSC Grant Assurances to LSC.

3. Form D - Budget Forms. These forms collect information about the recipient's projected expense and revenue data. All recipients should complete the Projected Expense and the Projected Grant Year Support and Revenue Forms. **Recipients reapplying for more than one LSC service area must complete separate forms for each service area.** The budget forms and instructions are provided under the menu item selection of "Budget - Form D."

4. Form F - Governing/Policy Body Form. This form collects information about the applicant's governing or policy body. The governing/policy body form and instructions are provided under the menu item selection of "Governing Body - Form F".

5. Form G-12 - Client Service Data Form. This form collects projected expenditures by case type. All applicants should complete this form based on the most current client services data available. The forms and instructions are provided under "Client Services - Form G."

6. Form I - Certification Form. Recipients are required to certify that they have certain documents on file and will make them available to LSC upon request. Applicants will use Form I to certify that they have reviewed and will comply with the LSC grant assurances. Applicants are asked to sign Form-I, convert it to PDF format, and e-mail it to PDFsubmissions@lsc.gov.

7. Form K - Technology Form. The technology form collects information about the applicant's full-time permanent staff and its computer and software capacity. All applicants must complete Forms K-1 and K-2. The Technology Form and instructions are provided under "Technology - Form K."

8. Form L - Application Narrative Form. The grant renewal application narrative addresses the progress of the LSC grantee in achieving the goals identified in the most recently awarded competitive grant application and significant changes that may have occurred in the delivery system since the LSC grant was awarded. Recipients should refer to the description of the delivery system described in the most recently awarded competitive grant application, for year 2003, or 2004.

Acknowledgment of Receipt. LSC will send an acknowledgment of receipt of the application submission to each recipient by e-mail.

Renewal Decisions. It is anticipated that final renewal decisions will be announced during December, 2004.

For additional instructions and sample grant renewal forms, [click here](#).